UCD Sacramento Campus
Education Building
4610 X Street, Sacramento, CA

The UCD Graduate School of Management is pleased to offer its Business Partners this special benefit of using space at our new Sacramento teaching facility. This information sheet highlights the particular space options, and accompanying features and amenities available for your company’s meetings and seminars.

Usage Allowance
The auditoriums and classrooms are available free of charge from 7am-4pm, Mon-Fri, to current Business Partners:

- Senior Partners ($2,500 to $4,999) – 4 complimentary reservations* per year.
- Managing Partners ($5,000 to $9,999) – 8 complimentary reservations* per year.
- Director ($10,000 and above) – 12 complimentary reservations* per year.

*A reservation consists of 1 room per day.

Usage of GSM facilities is a Business Partner benefit and is not transferrable to other organizations.

Facility Description
The UCD-Sacramento Education Building is just minutes from downtown with easily accessible parking, has a café off the first-floor lobby, and offers the best in audio-visual technology.

Rooms available for reservation:

**150-Seat Auditorium**
(Room 1222 or 2222)
- Amphitheatre-style seating
- Desks with electrical outlets
- Wireless microphones
- Dual-screen projection
- Document projector, DVD
- PC provided, laptop capable
- Video & audio conferencing, video & audio recording

**60-Seat Auditorium**
(Room 1204)

- 30- or 16- seat classrooms are also available, with similar AV equipment.
- Audio and Video conferencing can be done room-to-room, or to offsite locations.

NOTE: We can also provide use of the Marriott Courtyard’s auditorium (seats up to 200) and catering services. The Marriott Courtyard is directly adjacent to the Education Building.

Parking & Signage
Pre-arranged visitor parking and directional signage is provided with your reservation, at the daily rate of $6 per space reserved. UC Davis Health System Parking will reserve spaces in the lots closest to the Education Building, and will bill you directly after your event. Parking is free at the Marriott Courtyard. A valet can be arranged for $2/hour.

Café and Catering
“Scrubs” Café is a full-service coffee shop on the first floor. In addition, catering is available from UC Davis Health System Catering (916-734-8825), or from any of the UC Davis approved vendors. The full list of catering options is available at: [http://www.cevs.ucdavis.edu/dept_cont/caterers/](http://www.cevs.ucdavis.edu/dept_cont/caterers/).
Education Building
Reservation Process

Up to three months prior to event:

1. **Identify the size of your group, and times and dates you could hold your event.** The more flexible you are with your dates and times, the greater the likelihood of there being available space. For example, specifying “space for 50 people, any week day in the first three weeks of September,” has a good chance of being available.

2. **Up to three months prior to your event, contact Lupe Sanchez to identify possible availability.** Lupe will help you choose a room, date and time that will meet your needs and has the best chance of being available.

Approximately two months prior to event:

1. **The facility scheduling workgroup will review and finalize reservation requests.** If not preempted by core academic programs, your request will be confirmed. In some cases, we may suggest an alternate time and location that fits your initial guidelines.

2. **With your confirmed reservation time and location, submit a signed Usage Agreement.**

3. **Begin making arrangements for catering and audio-visual support, if necessary.** The GSM can recommend caterers and provide orientation to support staff on audio-visual equipment, but is not responsible for event management or same-day technical support.

1 week prior to event:

1. **Arrange for parking.** Contact Lupe Sanchez with the most current estimate of attendees, and the address of where billing for parking should be sent.

2. **Provide your attendees and caterers with parking and direction information.** Lupe Sanchez can provide you with maps and parking instructions. Please make sure caterers will pick up any service items promptly after your event.

For questions, please contact: Lupe Sanchez at (530) 752-6345 or gsanchez@ucdavis.edu, or Roberta Kuhlman at (530) 752-7829 or rdkuhlman@ucdavis.edu; or visit: www.gsm.ucdavis.edu/bp
Please complete the following form to request space in this building. You must be a current UC Davis Graduate School of Management Business Partner to reserve space.

Contact Information

Business Partner Organization: ________________________________
Contact Person: ________________________________
Phone Number: __________________ Fax: ________________
Cell Phone Number: __________________ E-mail: ________________

Event Information

Please note: Rooms at the GSM UCD Sacramento Campus-Education Building are available Monday-Friday, 8 am-4 pm, subject to approval by the facility scheduling committee.

Meeting Date(s) __________________ Start Time*: __________ End Time*: __________
*Note: reservation times should include set-up and take-down time required
Purpose of Meeting: ______________________________

Room Requested:  
☐ 1222 (150-seat)  ☐ 2222 (150-seat)  ☐ 1204 (60-seat)  ☐ 30-seat  ☐ 16-seat
☐ Marriot Courtyard Auditorium (seats up to 200)*

Number of People Attending: __________ Contact Arrival Time: __________
Group Arrival Time: __________

Audio/Visual Usage:
☐ Microphone  ☐ VHS/DVD Playback
☐ Computer Projection  ☐ Video/Audio Recording*
☐ Document Projector  ☐ Video/Audio Conferencing*

*If using these services, you will be contacted for further information

Have you been shown how to use this A/V Equipment before? ☐ Yes ☐ No
Will there be food/catering at meeting?* ☐ Yes ☐ No
* Caterers must be an approved UC Davis vendor: http://www.cevs.ucdavis.edu/dept_cont/caterers/

By signing below, you are agreeing to the following:

- If this is your first time using this facility, you will arrange ahead of time for a demonstration of the A/V equipment you intend to use. You will provide staff support for operation of equipment.
- You will return rooms to their original condition. If cleaning is required, we reserve the right to assess you the cost of the cleaning.
- You are responsible for making your own catering arrangements. We ask that caterers remove any nondisposable items immediately following an event. Additional tables and/or chairs cannot be provided—those located in the rooms are not moveable.
- Wall Panels or Photos listing the names of Donors and Honorees cannot be blocked and must have 3 feet of clearance.

Please sign and return after reviewing the above information. For subsequent changes, please contact the GSM. We will contact you to confirm this reservation.

Business Partner Signature __________________ Date __________________
GSM Representative Signature __________________ Date __________________

Fax or email to: Lupe Sanchez, UC Davis Graduate School of Management
Phone: (530) 752-6345 Fax: (530) 752-3744 Email: gsanchez@ucdavis.edu